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MEETING MINUTES
GEORGETOWN PLANNING BOARD
Wednesday, July 11, 2012
Memorial Town Hall – 3rd Floor
7:00 p.m.

Present - Mr. Harry LaCortiglia; Mr. Christopher Rich; Mr. Tim Howard; Mr. Bob Watts; Mr. Howard Snyder, Town Planner

Absent - Ms. Matilda Evangelista.

Meeting opens at 7:20 pm.

Approval of Minutes:

1. June 20, 2012

Mr. Rich - **Motion** to accept minutes of June 20, 2012 subject to any changes.

Mr. Watts - **Second**.

Motion Carries: 3-0; Unam.. {Tim Howard had not arrived}

Correspondence:

1. Vouchers:

Mr. Watts - **Motion** to approve vouchers.

Mr. Rich - **Seconds** with discussion.

Mr. Snyder - The Planning Board can note the invoice from Boston Systems that has been reviewed and approved by the Board previously. It is the same number as presented at the last meeting. The Board required that it actually be a sales PO and that's what has been provided. The date pre-dates our fiscal year so will be paid out of our fiscal year previously.

Mr. LaCortiglia - Comes out of 2012 budget.

Mr. Snyder - Yes

Mr. LaCortiglia - And there are 3 other invoices for BSC Groups. What was the \$960.00 one?

Mr. Snyder - BSC Groups invoice for \$960 for professional services between April 3rd and May 18th for Thurlow.

Mr. LaCortiglia - So this is 77 Thurlow? Seems like everything is done, it's all been paved out. So we have an "as built" plan for that now and Dave says it is acceptable. I don't believe we've signed it yet. All of the iron rods and drill holes that are required to

47 be set except for the Northwest rear lots 77-77A corner which is a set drill hole. He asks
48 about the easement for the utilities in the court that serves lot 77. Do we have an answer
49 for that, under Lot F?

50
51 Mr. Snyder - There is no easement.

52
53 Mr. LaCortiglia - I remember reading something that referred to (it wasn't a full 3 inches
54 or something)?

55
56 Mr. Snyder - Right, the basecoat was laid out ½" shy of the total thickness required for
57 the pavement that is usually done for base and top coat. That has been rectified and now
58 it's actually thicker than that.

59
60 Mr. LaCortiglia - And that's just the first 50' feet coming off the street anyway where it
61 abuts the roadway.

62
63 Mr. LaCortiglia - Chris you have the bills there in front of you. Bob, you have copies of
64 them, do you have any questions about these 4 invoices?

65
66 Mr. Watts - I don't know anything about the work that was done.

67
68 Mr. Snyder - The escrow accounts are plenty for Thurlow Street and Stone Row.

69
70 **Motion carries: 3-0; Unam..** {Tim Howard had not arrived}

71
72 **Old Business:**

73 **1. Georgetown ZBA:**

74
75 Mr. Snyder - At the last meeting of the ZBA on June 5th, the ZBA made a decision on
76 the modification of a signage plan at Keon's Restaurant with conditions. The
77 conditions are stated in the Planner's Packet. The ZBA last night made a decision
78 regarding a special permit for 11 Martel Way in respect to the water resource district.
79 That decision has not been filed yet because it still needs to be signed off by the
80 Board at the next meeting. However, I received correspondence from the
81 Administrative Assistant for the ZBA that was copied to the Applicant for 11 Martel
82 Way and the special permit shall have the following conditions: [reading from
83 correspondence]. **Special permit was granted in favor 4-0.** So that will be official at
84 the next meeting.

85
86 Mr. LaCortiglia – And we will be opening for site plan approval tonight. Is that
87 correct?

88
89 Mr. Snyder – Yes. The Planning Board received a copy of the public hearing notice
90 that was sent to the applicant for a public hearing for Bank of America for site plan
91 approval for the demolition of an existing ATM vestibule and construction of an
92 ADA compliant ATM vestibule, with that meeting being held on August 8th at 7 pm.

93

94 Mr. LaCortiglia: Again, I'm holding off because you need 4. So, why don't you tell
95 us about LISCO?

96
97 Mr. Snyder – LISCO is the development management company responsible for the
98 construction and operation of the Georgetown Shopping Center which is the complex
99 that includes Crosby's Market. Prior to my tenure, approximately 2 ½ years ago,
100 Liscow came to an agreement with the Planning Board as well as the Board of
101 Selectman about; instead of placing all the trees that were noted on the site plan that if
102 they could give a gift to the town to plant those trees in other locations around town
103 or on town property and that amount was approved by the Selectmen and the
104 Planning Board established as a gift donation account. The gift was made under
105 certain conditions, one of which is that the town would determine the location of
106 those trees within a period of two years and that occurred after the two year agreed
107 upon time frame. So I contacted Liscow, because the department of public works has
108 established with us a location for the trees. The highway surveyor. And Liscow has
109 agreed that would continue the gift and allow the gift to happen if one tree that's
110 currently located in front of a pylon sign as it's referred to, is removed. That is in the
111 Planner's comments as well.

112
113 Mr. LaCortiglia – Wasn't that already authorized?

114
115 Mr. Snyder – If it was I couldn't find the paperwork.

116
117 Mr. LaCortiglia – I'm going to have to look in my notes. Interesting. Essentially, the
118 pylon sign as you enter into Crosby's there is a tree there they wanted to move. I
119 thought when did the site plan approval for the entire area that was to be removed and
120 other trees were to be planted over closer to the Post Office but then they couldn't get
121 permission because that area wasn't actually theirs. But they were going to do an
122 entire area. This all came in under the sign, the changes that were made to the sign.
123 Naturally, we had to go through traffic review, make sure the site view was alright,
124 etc. etc. Changing a sign in the middle of an intersection like that is could change;
125 maybe my recollection isn't as good as I'd like to think it is. I thought that tree was
126 gone, it was to be removed. Are they asking for a reiteration of that now?

127
128 Mr. Snyder – The visual site line from the sign to the street blocks some of the sign.
129 She said the gift could be extended, if that one tree were to be removed and I believe
130 it's still at a size where it can be dug up and transplanted.

131
132 Mr. LaCortiglia – Do they have a plan to move it somewhere else? The highway
133 surveyor?

134
135 Mr. Snyder – Yes.

136
137 Mr. Rich – I'm still confused. I'm recently familiar with that sign; I'm trying to
138 picture it. This is one of the trees that's out by the sidewalk?

139

140 Mr. Snyder – I believe it's a purple leaf plum. That was installed; it's actually not a
141 tree that will grow above the height of the sign so the canopy is eventually going to
142 be affecting the visual site to the sign.
143
144 Mr. Rich – Was that there prior to?
145
146 Mr. Snyder – I was informed by Liscow that was a tree that was requested to be
147 installed by the Planning Board.
148
149 Mr. Rich – That was a tree requested to be installed by the Planning Board?
150
151 Mr. Snyder – In lieu of the different species. I'm not sure if that was done because
152 there was concern of overhead wires.
153
154 Mr. Rich – So is this condition they are putting on something that wasn't out of the
155 original agreement?
156
157 Mr. Snyder – I believe it was part of the original agreement.
158
159 Mr. Rich – Do we have any memorization of that?
160
161 Mr. Snyder – No. I thought this whole agreement came out of the modification of the
162 approved site plan to put this sign in.
163
164 Mr. Rich – Do we have that modification?
165
166 Mr. Snyder – I'm still looking for it. I have the modification but I'm looking for the
167 documentation that, as you state, memorializes this agreement. The only reference I
168 get to that is from Liscow about her understanding about what the agreement is.
169
170 Mr. Rich – And do we those meetings?
171
172 Mr. LaCortiglia – Yes. It would have been recorded.
173
174 Mr. Rich – That's what I'm asking, can we get a copy of that disc? Why don't we
175 hold off on this until we can?
176
177 Mr. LaCortiglia – I like that idea.
178
179 Mr. Rich – Something doesn't fit.
180
181 Mr. LaCortiglia – Hopefully, we'll have a close up on what was shown and I can even
182 look through my notes at this house. I seem to remember some of that being there as
183 renderings of the sign and how it was all going to be laid out. I don't know if I still
184 have them or not. That would have been 2010, Howard?
185
186 Mr. Snyder – The correspondence I have between the Planning Office and Liscow
187 starts around September 29, 2009, December 16, 2009 and a letter from Liscow dated

188 November 2, 2009 and then the tree quote from Peter Durkee, the highway surveyor
189 is dated June of this year.

190
191 Mr. LaCortiglia – We’ll look into it and see what’s going on. I’m sure Chris will be
192 able to help you find some of those DVD’s and who knows, maybe we can get a
193 screen shot of the plan. Who knows, maybe we’ll get lucky. We’re still waiting for
194 Tillie and Tim.

195
196 Mr. Rich – So you know, I just tried Tillie at home and her cell and it went to
197 voicemail on both.

198
199 Mr. LaCortiglia – Any word from Tim Howard?
200

201 Mr. Snyder – He said he would be attending here. As long as the a.c.’s working.
202

203 Mr. LaCortiglia – The a.c. is working. Why don’t we deal with the M-Accounts?
204

205 **Planning Office:**
206 **1. M Accounts:**

207
208 Mr. Snyder - I have two releases of escrow funds before the Planning Board. One for
209 Bella View Estates and another for 84 R Thurlow Street with the escrow account
210 owner as Francosa Builders.

211
212 Mr. LaCortiglia – How much is the Bella V. Estate?
213

214 Mr. Snyder - \$1,660.05. Approximately, that may go up or down a few cents
215 depending on the past month’s interest. This is an escrow fund that can be released as
216 the applicant issued a letter of withdrawal that was accepted by the Planning Board.
217

218 Mr. LaCortiglia – Does anyone have a desire to take these separately or the two of
219 them together?
220

221 Mr. Rich – One quick question, was this property part of Essex County greenbelt?
222

223 Mr. LaCortiglia – Yes, it is Riverview that you’re talking about. Now what we are
224 referring to as Driftway Farm.
225

226 Mr. Rich – How much is in that account?
227

228 Mr. Snyder - \$3,785.62.
229

230 Mr. LaCortiglia – That is what the developer paid in to pay for review for the
231 subdivision.
232

233 Mr. Snyder – The Planning Board voted to deny the OSRD plan as presented and that
234 escrow account was to cover review of preliminary plan review only. It never went a
235 definitive plan or approved OSRD plan.

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Mr. Rich – He still made a gazillion on it.

Mr. LaCortiglia – I don't believe the developer was the owner. However, one way or the other, both of these are M-Accounts that need to be released back to them.

Mr. Rich – **Motion** to release M-Account #26465 and #26483.

Mr. Watts - **Seconds**

Motion carries: 3-0; Unam..

{Mr. Tim Howard arrives at 7:35 pm.}

Mr. Snyder – While you're proceeding with signatures, I'll just remind the Planning Board members in the planner's packets that there were copies of the zoning act, Ch. 40A that's current to 2010 and a copy of the A&R handbook that has been revised to 2010.

Old Business:

1. 161 West Main Street Site Plan Approval:

Mr. LaCortiglia – I will now re-open the public hearing of 161 West Main Street for Site Plan Approval. These revised plans we did not have in our packet.

Mr. Snyder – Apologies, I thought those had been issued to the Board.

Mr. John Sousa – Okay, well, based on some comments in the previous meeting, we went through the specific areas of concern, one being the parking area. I had a civil engineer in addition to working the plan a bit to conform with the requirements of the Planning Board had him take another look at the parking area to come up

Mr. LaCortiglia – What is the date on that plan that you're looking at?

Mr. Sousa – The date is June 18, 2012. What he was able to do, what I think is a safer parking scheme, it doesn't block anyone in this corner, and it allows everyone to be able to back up freely without any risk of backing up into any other cars. There is one less parking space, but there is always an area open right here. There is still the ability for additional parking by stacking two others cars right here. If you know these two/four cars aren't leaving. We do have supplemental parking, we still have additional parking along here in the rare event there is sufficient parking for parent night or some similar event. Also, in the lower area in here there has been some clarification to the drainage; there were some concerns about the calculations. I had the civil engineer do some calculations. We are using, as I've said, a pervious paver down in the stairwell and he more definitively is showing the drainage going into that. Other than that, those are the only other changes. We did not cut any trees other than some pruning, that's been done. The trees that are there are there, we have not taken any trees out. The neighbor is having some pruning work done on his end. The plan is complete and I would respectfully request that you approve if it's meet your satisfaction.

284
285 Mr. LaCortiglia- Any questions from the Board? Tim?
286
287 Mr. Howard – What are the specific differences between this and what we saw?
288
289 Mr. Sousa – The parking and this drainage. The drainage system I had was a flow
290 well system, this is a more traditional showing the actual location of the drainage
291 pipe. This and that is the only difference.
292
293 Mr. Howard – Designed by an engineer?
294
295 Mr. Sousa – Yes, of course, the engineer put on the other things that you had asked
296 for. He more accurately is showing catch basins, hydrants and topography.
297
298 Mr. Snyder – Is he showing the locations of the proposed no parking signs?
299
300 Mr. Sousa – He makes reference to it but he doesn't show the location. As we left it at
301 the last meeting, the highway department was going to put them in and show me an
302 invoice. Which is fine. It's on the plan.
303
304 Mr. Watts – Is there a dumpster?
305
306 Mr. Sousa – There is no dumpster. The other thing is this parking scheme allows, in
307 addition to better visibility of this corner, is if we ever had to, and I don't think we
308 will, we could put a dumpster right here and it is a straight shot.
309
310 Mr. LaCortiglia – You'd have to come in for a modification to do that.
311
312 Mr. Sousa – At this point, we have no desire.
313
314 Mr. LaCortiglia – Howard, did you look through this plan?
315
316 Mr. Snyder – I have and the two differences are noted in the Planner's comments; this
317 system has been improved upon for storm water and the parking layout reduces from
318 23 to 22 (one spot) it now has the ability to accommodate all that parking without any
319 cars being blocked in. The old scheme had 23 but the cars would have been blocked
320 in. This configuration allows for a dedicated no parking area for turnaround. I know
321 there was some concern at our last meeting during pickup.
322
323 Mr. Sousa – This allows this entire area to stay free of parked cars, it's really only
324 open for pick up and drop off.
325
326 Mr. Howard – The turnaround would only work if you weren't stacked up in the
327 parking spaces behind it.
328
329 Mr. LaCortiglia – If no one is coming up right on your bumper.
330
331 Mr. Howard – No, you say you had potentially stacking parking behind it.

332
333 Mr. Rich – The handicap spaces stay right where they are.
334
335 Mr. Sousa – Yes. They are right here.
336
337 Mr. Rich – And that’s not what we’re talking about at the turn.
338
339 Mr. Sousa – [shows Mr. Rich the plan]. So, it leaves all this area open. It would be
340 based on the count we gave previously, there would be two open spaces here and then
341 all of this would be open for pick up and drop off. This would be dedicated for four
342 staff or me and then the rest is school parking.
343
344 Mr. Howard – So you have 22’ between the parking spaces. It’s reasonable.
345
346 Mr. Snyder – You’ll note there was a striping that was proposed at the entrance to
347 better visually, the civil engineer said you’ll be striping this.
348
349 Mr. Howard – It looks like this addresses everything. I’m good with it.
350
351 Mr. LaCortiglia – Any further questions.
352
353 Mr. Rich – Did you find an inexpensive chair lift?
354
355 Mr. Sousa – I’m looking at about 7k already just for the foundation for it.
356
357 Mr. Snyder – John and I have been speaking and I think this is a much better
358 improvement than showed in the previous plan and the previous plan addressed all
359 the Planning Board’s concerns.
360
361 Mr. LaCortiglia – At this time, we have two options in front of us. We can close the
362 hearing and at a later time we can vote to approve or disapprove the conditions or we
363 can vote to approve it right now and reach a decision and then close the hearing.
364
365 Mr. Howard – I would vote to approve it now.
366
367 Mr. LaCortiglia – I’ll take that as a **motion**.
368
369 Mr. Howard – **Motion** to approve the site plan dated to June 18, 2012.
370 Mr. Watts – **Second**.
371
372 Mr. Rich – I think you’re putting the cart before the horse.
373
374 Mr. LaCortiglia – Well, we’re going to discuss it. It was a second by Bob.
375
376 Mr. Rich – You’re going to approve it with the hearing still open? It may not make
377 any difference now, but if we want to do it the right way, I think it’s appropriate to
378 close the hearing first, then deliberate as I see it should take all of 31 seconds.
379

380 Mr. Howard – **Motion** to close the public hearing.

381 Mr. Rich – **Second**.

382 **Motion carries: 4-0; Unam..**

383

384 Mr. Rich – **Motion** to accept the plan as presented to us, subject to conditions, and
385 adopt the draft decision as the final decision. Stamped by John Poulosom, Atlantic
386 Engineering.

387 Mr. Howard - **Second**.

388 **Motion carries; 4-0;Unam..**

389

390 **2. Administrative Assistant**

391

392 Mr. Snyder – The subcommittee has met and done a first round interview with four
393 well qualified applicants and we’re making the recommendation those four come
394 before the Planning Board for a second interview, at the discretion of the Planning
395 Board, on either July 25th or August 8th.

396

397 Mr. Howard – July 25th.

398

399 Mr. Snyder – Tomorrow I’ll notify all the prospective applicants and hope they can
400 make the July 25th. If not, for August 8th.

401

402 Mr. LaCortiglia – As long as no one has any objection I’m going to go forward now,
403 well Tillie is not here. Howard, how does that Mullens form work? Does the clerk
404 have to sign that?

405

406 Mr. Snyder – Received as part of the record for the matter and the clerk does need to.

407

408 Mr. Rich – She can sign off on it as long as you stamp it as received today.

409

410 Mr. LaCortiglia – Do you have all your signatures on the forms?

411

412 Mr. Snyder – No I do not. All are dated as of today.

413

414 **New Business:**

415 **1. 11 Martel Way:**

416

417 Mr. LaCortiglia – I’m going to open for the public hearing for 11 Martel Way.
418 {Reads public hearing notice}. Please come on up, state your name for the record, if
419 you would be so kind.

420

421 Mr. Theodore Warren – I am Mr. Theodore Warren and I am here with Barbara
422 Warren and Charlie Ware who is our engineer from Meridian Associates and he has
423 done the site plan for us.

424

425 Mr. Ware – There is a ten acre lot at the end of 11 Martel Way and it’s the last one on
426 the right. In 2007, I believe the Planning Board approved the site plan for this and
427 work was started for a much more intensive use of the site. The 7,200 sq. ft. building

428 is actually started, there is a foundation there now and this access road has been
429 started as well. I don't know the history as to why that property ran out of money or
430 why that work was stopped. But what the Warrens would like to do is to have a much
431 less intense use on this. When they came to me, the first thing they wanted to do was
432 look at reducing the overall impact to the site. One of the biggest things being their
433 need to get trucks onto the site is much less than the previous developer. To show you
434 what we're now proposing we have a much less intense use. The paving went all the
435 way out here and what we're proposing is a much smaller paved surface, I assume
436 you know that they construct kayaks on this site. What the plan is for truck access is
437 to simply pull a truck up and back up to this loading area. They don't have long
438 periods of time where trucks try to get onto the site. They are in and out, usually 15-
439 20 minutes, some minor loading is done. For that reason, the approach is to pull the
440 parking spaces up as close to the building as we could and get rid of all that
441 pavement. These eight spaces were required by zoning. Then the loading bays are
442 actually part of the aisle. The argument would be made if there is a truck there people
443 can't get in and out. That's true, but that truck is only going to be there for a short
444 period of time and it's going to be unloaded by the people parked in these spaces. So,
445 it didn't make sense to us to add 10' of pavement for a loading bay that wasn't in the
446 daily operations. We also reduced the pavement in this area because we don't need to
447 get around to that area of the building.
448

449 Mr. LaCortiglia – Is there not going to be any pavement there now?
450

451 Mr. Ware – That's correct. Where you see the gray, that's where we are proposing
452 pavement and there is no pavement proposed out in this area. This is just off grading,
453 this needs to be built up, mostly it's accommodating this septic system which is
454 proposed. The septic system is almost identical to what was approved previously by
455 the Board of Health. We have resubmitted to the Board of Health and we've done
456 some very minor revisions to the septic system simply because there have been some
457 changes to the code. So, we've done, I believe there is an inspection port has been
458 added along with some other changes. Currently, hopefully the Board of Health
459 approval will be coming in shortly. The other thing we did was introduce pervious
460 pavement into the design, which we were very excited about doing that. What we
461 found is this portion is all pervious pavement and regular pavement over the septic
462 system since you can't do pervious over the septic. What we found when we modeled
463 the stone, the crushed stone is about 2 ft, when we modified we found that we could
464 redirect the runoff into that same stone down below. We're getting the same volume
465 of infiltration that we were getting in the previous design with a significant reduction
466 in the amount of paving on the site. So what we found was that the conclusions in the
467 drainage calculations, what we found is that the volume of stone is enough to handle
468 treatment as well as for infiltration which is spelled out in the regulations.
469

470 Mr. LaCortiglia – You're referring to roof runoff?
471

472 Mr. Ware – I'm referring to roof runoff. All of the roof runoff will be captured and
473 then directed in some perforated pipe which is down below that pipe. So essentially,
474 it's an infiltration basin. There was so much volume in the stone that was under there
475 we're able to infiltrate the rooftop as well as the runoff from the pores in the

476 pavement. We've shown lighting in the building we have submitted. We've submitted
477 the cut-sheets for lighting. Really, they are just wall packs on the building that will
478 provide lighting. We've provided the lighting on the plans and also landscaping and I
479 believe these plans have been approved through the conservation commission. I think
480 they've given preliminary approval pending the Planning Board approving the plan.

481
482 Mr. Howard – So you're not cutting any more trees?

483
484 Mr. Ware – No. If anything, the trees that have been already cut, we are cutting less
485 trees than originally proposed.

486
487 Mr. Howard – Did the prior site owner already do the cutting?

488
489 Mr. Ware – He's done some, I don't know if he did all of it. I think the conservation
490 commission considers this a significant reduction in impact to the site.

491
492 Mr. Snyder – Is that all for your presentation?

493
494 Mr. Ware – Yes, I think a 7,200 sq. ft. building is not overly burdensome. They just
495 want to put in a small manufacturing facility and bring their operation to Georgetown.

496
497 Ms. Warren – The foundation is already there.

498
499 Mr. Rich – The front door is parking lot level?

500
501 Mr. Ware – Yes, that is correct.

502
503 Mr. Howard – Did you have to file with the ZBA because of the water resource?

504
505 Ms. Warren – Yes.

506
507 Mr. Howard – And how is that going?

508
509 Ms. Warren – We had the meeting last night and we got the approval with one
510 condition which we are prepared to share with you tonight.

511
512 Mr. Warren – We talked to them about spills, in particular, the only chemicals we
513 have in quantity are the epoxy resins. They were concerned the epoxy drums will
514 arrive on pallets on trucks, will be off-loaded via pallet truck. There is always some
515 risk, they might be dropped, there might be a spill in the parking lot. Even though the
516 risk is extremely small, they wanted me to come up with a plan for containing this if
517 it does happen. I did two things, the first thing I did was I called up my supplier
518 which is Newly Resins and they sent me their plan for containment and then I went
519 ahead and wrote up a more comprehensive plan than what they had. I can show you
520 both of these. I think what we're going to do, the basic sum of it is we're going to
521 train everybody, they would have read the MSDS and that has procedures in there and
522 we're going to have a flexible containment berm in a very visible place as it comes in
523 with it marked. We're going to have an empty 55 gallon drum with a large funnel on

524 it that will be marked clearly for picking up any spills. So the process would be this,
525 the truck would come in the drum would be off-loaded, it might be dropped, it might
526 crack and there would be a spill. What we would do is immediately contain it with a
527 flexible berm is step number one. We really want to remove as much of the substance
528 and put it in the drum. So we would do that first and then the cleanup would consist
529 of dry absorbent materials followed by a solid, followed by a wash down of the
530 surface. So, we'll leave the surface extremely clean. All of the hazardous materials
531 would be picked up and we'll use clean harbors environmental services. So they will
532 be called, it will all be picked up and it would be delivered to them. We feel this is a
533 pretty comprehensive plan.

534

535 Mr. Rich – The resin is delivered in 55 gallon drums?

536

537 Mr. Warren – Yes, it is. It's the only economical way to buy the resin.

538

539 Mr. Rich – Is it the thick.

540

541 Mr. Warren – It's pure epoxy resin, very high viscosity, it's also denser than water, it
542 won't wash away as it is not water soluble.

543

544 Mr. Howard – Were they concerned about the paints?

545

546 Mr. Warren – No, they weren't concerned about the paints. We talked about that quite
547 a bit. We only schedule our manufacturer. We offer custom colors so we buy the
548 paints as we go. I pick up the phone and call my supplier and say about a quart of red,
549 green or blue. They show up, it goes into fire proof yellow containment cabinets. It's
550 used as we paint, there is really very little paint stored on site. We only get it in quart
551 containers and occasionally in gallon containers which I sell a lot of yellow. Most
552 popular is yellow, white, red and then we do some nice metallics and pears. Blue and
553 green, but we'll do anything you want. If you have a 1965 mustang you loved and it
554 was painted a bright metallic something, we would match it exactly.

555

556 Mr. Howard – What about the other concern about the spray. Did they question that?

557

558 Mr. Warren – No, we're buying a solution for that. This is a standard tools and in
559 equipment flow spray booth. Its sufficient usable width and length for our largest
560 boat.

561

562 Mr. Rich – it's a self-contained spray booth.

563

564 Mr. Warren – It has a mMonarch direct fire chemical suppression system in it
565 installed and it has a large number of exhaust filters so you pick up all the overspray
566 and then a stack that blows it out. It's really what's being used currently. It would be
567 nice not to have to use paints, but realistically speaking, if you're making products
568 that have to have a finish that appeals to customers, you're going to have to get into
569 paints.

570

571 Mr. Rich – I'm very familiar with the booth. They are extremely safe, self-contained,
572 you close the door behind you, go in and you paint it, it's vented, the fumes don't
573 come in the working area.
574

575 Mr. Warren – We use the supply air respirators. We don't use the cartridge type of
576 respirator which pulls in outside air.
577

578 Mr. Howard – Personal safety. Positive pressure.
579

580 Mr. LaCortiglia – Can we get away from the inside for just a second. I have a couple
581 of lingering questions. I am just curious, the foundation is already in? Are you
582 planning on or are there any existing floor drains?
583

584 Mr. Warren – No. None.
585

586 Mr. LaCortiglia – Are you not planning on having any?
587

588 Mr. Warren – No.
589

590 Mr. LaCortiglia – Help me out here but it is hard to see from the drawing. We have
591 the pervious pavement and we have the impervious standard pavement. Where I
592 would imagine somewhere between where it says floor plan and electrical schematic
593 at 11 Martel – there is a line where we go from pervious to impervious. So, the
594 epoxy's we'd be taking off the truck; if they were to fall, will fall on impervious.
595

596 Mr. Rich – If there's enough epoxy, it would become impervious.
597

598 Ms. Warren – Right.
599

600 Mr. LaCortiglia – Right, it would seal right up.
601

602 Mr. Rich – Where do you store the catalyst?
603

604 Mr. Warren – In the same place. The catalyst where the epoxy resins, we use
605 hardeners and all of our resins are stored on spill trays. Right now we use resin and
606 two different hardeners of two different speeds that we blend.
607

608 Mr. Rich – So it's terribly difficult for the two to mix?
609

610 Mr. Warren – That is correct. They are kept separately and on separate spill trays.
611

612 Ms. Warren – Even moving, they move one at a time. We use a forklift, we move it,
613 put it down, then come back for the other one so there is no way to mix the two
614 during a spill.
615

616 Mr. LaCortiglia – I see a berm here and the berm seems to be surrounding a path to
617 the dumpster? Then it goes all the way around and am I correct that it goes all the
618 way around to Martel?

619
620 Mr. Ware – That is correct.
621
622 Mr. LaCortiglia – And you said you’d be directing the roof runoff. Where is that? I’m
623 not catching that.
624
625 Mr. Ware – It’s on the other sheet.
626
627 Mr. LaCortiglia – I’m on the wrong sheet.
628
629 Mr. Ware - Sheet 2 shows the grade, Sheet 3 shows the location and Sheet 4 shows
630 the detail. Everything is being directed to that end. That pipe is perforated wiper and
631 completely surrounded by pervious stone.
632
633 Mr. LaCortiglia – Where did you get your detail from for this pavement?
634
635 Mr. Ware – It is recommended by UNH.
636
637 Mr. LaCortiglia – That’s not what we’re working with we have. The subdivision regs.
638 Howard, you may want to go into detail with them on that.
639
640 Mr. Ware – The one that UNH is proposing is certainly...
641
642 Mr. LaCortiglia – That’s the one we’ve got.
643
644 Mr. Ware – Really? Because that’s where we got ours as well. So, how is it different?
645
646 Mr. LaCortiglia – You’re not showing as much crushed stone.
647
648 Ms. Warren – Well, the more, the better. And it costs us more.
649
650 Mr. LaCortiglia – Unfortunately, yes it does.
651
652 Mr. Ware – It’s got a minimum of 12”. If you look, it opens up to 24” of crushed
653 stone. There is a slope. There is about an average of 18”.
654
655 Mr. LaCortiglia – I’m just curious, if you could check with Howard to just see where
656 the delta in that is.
657
658 Mr. Ware – Like I said, we took and we modeled it because there is beautiful gravel
659 right now. We propose to bring that up and then put the crushed stone over that. I am
660 confident that we have (independent of what the requirement is on depth) enough.
661
662 Mr. Rich – Do you have to do new perks?
663
664 Mr. Ware – No. Unless there is a local perks, under Title 5.
665

666 Mr. Snyder – The Board of Health received the same documents the Planning Board
667 has as part of their review.

668
669 Mr. Ware – Number 1, the soil is incredible for that, I couldn't even pour water into
670 it. And Number 2, it hasn't changed. I think that's the main issue of sometimes
671 requiring updated perks and for example, Ipswich. Ipswich requires updated perks if
672 it's over two years. But, if you go to them and show them that there has been no
673 change in the soil conditions they will waive that.

674
675 Mr. Watts – I know that there is a herring rookery somewhere up here I think. How
676 far is that from this construction?

677
678 Ms. Warren – It's really up off the cul-de-sac. It's probably 200 feet away. 200 – 300
679 feet, it's at the back of the building.

680
681 Mr. Watts – You think it's far enough away?

682
683 Ms. Warren – The conservation commission was not concerned. It is the back of the
684 building. There is no parking. Right now, trucks come in and sit and idle and that is
685 probably making more noise.

686
687 Mr. LaCortiglia – It's all park and recreation land and it's very, very wet. Tim?
688 Chris? Howard?

689
690 Mr. Snyder – You came before the Planning Board previously informally, so I just
691 want to formally go on the record for a few items. Briefly discuss operations, hours,
692 vehicular traffic, how many employees you have. Sales, service, any type of operation
693 you provide should also be noted.

694
695 Mr. Warren – We have summer hours and winter hours because this is what the staff
696 likes. We work in the winter from 8:30 – 5:00 and in the summer; we're open from
697 7:30 – 4:00. We do not have off the street retail traffic at all. People show up on
698 invitation only. Normally what would happen is they would see an advertisement,
699 they see a boat, they talk to an owner, they would call us, they would make an
700 appointment to see us. They would come, we would put some kayaks on cars or
701 trucks and we take them on a test pattern. That's the normal course of operation at the
702 factory. We currently have three employees besides Zach and myself. Barbara does
703 not work in the factory; we have a marketing person who also does not work at the
704 facility. So currently, there are five of us at the facility. We would probably expand
705 that to seven. That's our current target for floor space. Employees show up in the
706 morning, they eat lunch there or they find some place in town to eat lunch. Lunch,
707 they are able to take a little bit more time if they need to. We are pretty easy going
708 with our employees but we do like to see them at start of business in the morning
709 because we schedule activities. So, the employees will show up before opening time
710 which is 7:30 in the summer and then they work through the day and then they leave.
711 So, cars will show up at about the same time and all cars will leave at about the same
712 time. Occasionally, we'll have somebody stay and we work in the evening if we have
713 retailer work to do or if we've promised a boat to a customer, we'll stay to get the job

714 done to ensure the customer gets their boat on time. Occasionally, we'll come in on a
715 Saturday morning. It's very rare to come in on a Sunday. Only if there was a big push
716 for a particular reason or a show we had to go to or something like that. We don't
717 really work outside our first shift.

718

719 Mr. Snyder – Another aspect to discuss is deliveries. How often they may occur and
720 the size of the delivery?

721

722 Mr. Warren – Yes, most of our deliveries come via UPS truck or the brown truck
723 shows up at our door and he unloads at receiving. We take them in, we sign for it and
724 he leaves. I've never seen him stay for more than five minutes. Most of our stuff
725 comes from UPS. All of our fabrics, the carbon fabric or what we call our
726 consumables which are pure ply all comes via UPS. The only thing that doesn't come
727 via UPS is our 55 gallon drums of resin. Right now we go through a purchase cycle of
728 about 3 drums a year. So 3 times a year, the truck will come up from our vendor,
729 which is New England Resins and they are located in Woburn, so they will drive the
730 product and we unload it. A drum of resin and a drum of hardener during a one year
731 period. That's probably going to increase some because our business has increased
732 some but it probably won't double. The driver shows up, he honks his horn and he
733 wants us to get the drum off of the there. We take the drum off and he leaves. It's
734 extremely rare that anyone wants to stay any more than it takes to offload. We do
735 shipments, if a customer wants to ship to New Zealand or Europe, we have an agent
736 who places our products in what's called LTL. He'll shop us around, he'll find an
737 appropriate shipper, he'll show up in as small a truck as possible. He shows up, the
738 back door opens and the product shows up in his truck and he leaves so there really is
739 no case when someone shows up with a large amount of material and says here is
740 your truck, please let me know when it's unloaded and unload it. That doesn't happen
741 in our cycle of operation. We only build boats to order. So if a customer orders a boat,
742 it's done, it's shipped. We have on occasion shipped two boats at once just because it
743 worked that way but it's very rare that there is any quantity in shipping or receiving
744 materials.

745

746 Mr. Snyder – Is a low volume of waste that there is generated? is a low amount of
747 traffic that might occur for waste management?

748

749 Mr. Warren – Yes. Currently we have waste pickup because the facility we are in did
750 not want us to have a dumpster. So we have waste pickup twice a week. They come
751 by and we put all our solid waste. We have stuff from the laminate. We put it in black
752 plastic bags. We are running about seven plastic bags a week. There also may be
753 some cartons and stuff like that.

754

755 Mr. LaCortiglia – You're showing a dumpster.

756

757 Mr. Warren – We are showing a dumpster. That is correct.

758

759 Mr. LaCortiglia – Are you planning on needing it or are you just showing it?

760

761 Mr. Warren – It depends. You may be able to tell me better than I know. What type of
762 trash services are available here in Georgetown. I would prefer pick up than a
763 dumpster for obvious reasons. But, In case we do need a dumpster, in case we've put
764 it into the plans.

765

766 Mr. Howard – There are a couple of places. One being G Mello that operates right
767 here in town, they also have the transfer station right off East Main Street which isn't
768 a mile from your location. You can take it by the bag or by the barrel and they charge
769 you accordingly or you can sign up and they can come by every week.

770

771 Mr. Warren – That's most likely what we'll do.

772

773 Ms. Warren – Originally, we had anticipated getting a dumpster and they said what if
774 we just come pick it up and they preferred to do that.

775

776 Mr. Warren – We would rather do that.

777

778 Ms. Warren – But there is room for the dumpster if we were to ever do that.

779

780 Mr. Howard – There are two services that pick up locally here for a weekly charge
781 which is pretty reasonable.

782

783 Ms. Warren – We're pretty lightweight, except when we ship they get a little heavier,
784 we have to crate them.

785

786 Mr. Warren – We take a 22 lb kayak and we have to put it in a 150 lb. wood crate so
787 it gets there and we learned that lesson the hard way.

788

789 Mr. Howard – What is the height of your loading dock?

790

791 Mr. Warren – There is no loading dock.

792

793 Ms. Warren – We get a forklift.

794

795 Mr. Warren – Even with that, for the most part, they will be loaded by hand. These
796 young guys I have working there are pretty strong. They can lift this up like it's
797 nothing. We've tried seven different shipping ways and you have put a substantial
798 crate together.

799

800 Mr. Howard – What class do you ship? Class 90 or class 100 or something.

801

802 Mr. Warren – I think 300.

803

804 Mr. Howard – So, that's extra fragile.

805

806 Mr. Warren – We've designed a crate so you can actually stick forklifts tines into the
807 crate and perforate the wall of the crate and not hurt the kayak. We had to do that. We

808 elevate with runners so you can stick a forklift under it. It doesn't make any
809 difference, they stick them right in the crate, it doesn't matter.
810
811 Mr. Snyder – No other concerns, but just note with that discussion about traffic
812 discussions and sizable deliveries note that Martel Way is a cul-de-sac and it is an
813 industrial area so any impacts for construction can be easily accommodated and will
814 not be adversely impacting the area.
815
816 Mr. LaCortiglia – Do you see any reason, does anyone see that we would want to
817 manipulate the hours of operation being this is a commercial area? It's designed for
818 much more intense use than your purposes.
819
820 Mr. Rich – Who are they going to bother if they are burning the midnight oil. It's an
821 industrial park; I don't think the herring will be calling.
822
823 Mr. Howard – It's minimally intensive use.
824
825 Mr. Rich – We even have areas where you can test them out.
826
827 Mr. Howard – Rock Pond is easier in terms of backing a trailer in.
828
829 Ms. Warren – We just pick up our kayaks and carry them.
830
831 Mr. Rich – There are new docks.
832
833 Mr. LaCortiglia – Any more questions from the Board? Any more questions from the
834 audience? Howard, you're all set with that? Everyone feel as though we have enough
835 information to make a decision? At this point in time, I will take a Motion to continue
836 this hearing so Howard has time to create a draft set of conditions for approval. We
837 have time to peruse it.
838
839 Mr. Rich – Why would we want to do that? Why can't we decide? Let these people
840 get on it, time is money. They know they are going to get a decision in their favor
841 should the Board so decide.
842
843 Mr. LaCortiglia – But they won't have it in their hand, it won't be stamped, the clerk
844 won't know, Howard hasn't created it.
845
846 Mr. Rich – But if they're out talking to Contractors and trying to get quotes.
847
848 Mr. Snyder – They are in negotiations to purchase the property too. So if there is a
849 recordation that this is approved depending upon just a signature of a decision, I'm
850 assuming that will help in your negotiations.
851
852 Mr. Ware – Anything to expedite this will help.
853
854 Ms. Warren – To continue something, means something can totally change.
855

856 Mr. LaCortiglia – The only reason I say that is we don't have any conditions; we
857 don't have a draft decision already written up.
858

859 Mr. Rich – Let me ask this question. What conditions do we see that, if any?
860

861 Mr. Howard – I don't foresee any special conditions, but I would certainly encourage
862 that a document be written starting the reasons why you are approving.
863

864 Mr. Rich – But we can still vote to approve it and come out with our written decision
865 by the next meeting.
866

867 Mr. Watts – You can close the public meeting and vote subject to findings or review
868 of the decision.
869

870 Mr. LaCortiglia – I got burned on the that one once. The agent didn't get the
871 paperwork out in time.
872

873 Mr. Rich – Can you have it done and ready by the next meeting?
874

875 Mr. Snyder – Yes, I can. That will be a final decision for you to sign. You can close
876 the public hearing.
877

878 Mr. LaCortiglia – We can close, we can vote, we can sign, done. I only actually saw
879 two of them we'd want to sign. Some of them were a bit, why don't we just specify
880 them on the decision.
881

882 Mr. Snyder – Two weeks, July 25th and July 26th you'll be able to file with the Town
883 Clerk.
884

885 Mr. Rich – For their piece of mind, we can take a consensus of the Board.
886

887 Mr. LaCortiglia – I'll tell you right now, I'll just be out with it. I see nothing wrong,
888 this is a paperwork exercise.
889

890 Mr. Snyder – Let me also suggest this point, you will not get a recorded decision from
891 the zoning board regarding the water resource district until the next meeting. Any
892 clarification from Board of Health and ConComm will be made at the next meeting.
893

894 Mr. Howard – the ZBA is only once a month though.
895

896 Ms. Warren – All the boards are waiting on you and everything is permitted except
897 for the conservation commission and the zoning board said, we approve based on
898 your approval.
899

900 Mr. Howard – If I understand the Board there are no concerns coming from this or the
901 other Board that will deviate the path of this meeting. It's just making sure we have
902 everything.
903

904 Mr. Watts – The only conditions I have is Tillie’s not here.
905
906 Ms. Warren – At the next meeting, if only two people showed up then we wouldn’t
907 have the vote.
908
909 Mr. Howard – But we can issue documentation, the DVD for the missing Planning
910 Board member to review. She would be able to vote.
911
912 Mr. Ware – I’m just making sure we will have a quorum because then that will slide it
913 out another couple of weeks.
914
915 Mr. Warren – We will start elements of the project as soon as we have a vote from
916 you. As far as the banker is concerned, as far as the attorney drawing up the closing
917 papers. A bunch of these things are going to start as soon as we get word from the
918 Board.
919
920 Mr. Watts – Is there anything we can do to expedite it? We get all the papers together
921 and individually sign or do we have to meet, have an official meeting in order to sign
922 it. If you have the paperwork together.
923
924 Mr. LaCortiglia – We’d have to say something now which would put you in a
925 position to approve a decision before you read it.
926
927 Mr. Rich – **Motion** to continue public hearing to our next hearing on July 25, 2012.
928 Mr. Watts – **Second**.
929 **Motion carries: 4-0; Unam.**
930
931 Mr. Watts – I have a question. I have questions about continuing discussion of record
932 keeping of money. We could get something like Quicken when it comes to these M-
933 Accounts. Minimum balances in these accounts. We could buy very cheap software
934 and keep track, this is simple record keeping.
935
936 Mr. Snyder – We get reports from the Town Accountant every month about account
937 balances.
938
939 Mr. LaCortiglia – It’s not so much an issue of not having the numbers as it is having
940 the time where Howard does not have an assistant.
941
942 Mr. Watts – I don’t mean to be critical. The DVD that I listened to, there is an
943 extended conversation about closing two of these M-Accounts.
944
945 Mr. Snyder – I believe that discussion was largely in part of record keeping that was
946 previous to the Town Treasurer and Town Accountant.
947
948 Mr. Watts – Certainly.
949
950 Mr. LaCortiglia – Some of this stuff is 25 years old.
951

952 Mr. Watts – We don't want to go back and try to fix that stuff.

953

954 Mr. LaCortiglia – We're trying to make sure the M-Accounts that were established
955 that we know and we are reasonably certain who established them. Once we're
956 certain that we no longer need the funds, which we're pretty certain of that. We're
957 going further and further back. Let's put it this way, someone comes in they propose
958 a subdivision or definitive roadway, they have their M-Account, we take the \$4,000
959 or \$2,000.00 depending on what we decide in the beginning. That's the review
960 money, we look at the plans, the plans are complicated, we send them out to the
961 engineer, he looks at it. We pay out of that; say we use ½ of it. Howard or his
962 assistant says ½ of it is gone; we build the fund back to \$2,000 or \$4,000 whatever it
963 is. Eventually it gets an approval, once it's approved the fund is then used to go for
964 the site inspection. Once all that is done, at a certain point, theoretically, if it's a
965 public roadway, it was always intended to be a public roadway, the town accepts the
966 roadway at town meeting then we hold \$5.00 or something/linear foot for a year. At
967 that point, it all goes back. At that point, you've kind of forgotten about it. It ends up
968 sitting there and then you end up with I don't know how many are on that list. 30 or
969 40 accounts like this.

970

971 Mr. Snyder – A problem that one of the Board members was discussing was the fact
972 of her comfort level of confirming this was indeed an account established for a
973 technical or site inspection review as opposed to any type of bond or something else.
974 The ones presented tonight were easily documented that the Applicant had
975 withdrawn. I think there is a previous one that stated whether the street had even been
976 accepted, so there was residual money that was no longer needed.

977

978 Mr. Watts – Right now, it's just a question of releasing the back log and going
979 through whatever protocol.

980

981 Mr. LaCortiglia – Yes. We're going back in time, so they're going to get conceivably
982 more and more.

983

984 Mr. Watts – Do we have any idea what the total number is?

985

986 Mr. Snyder – About 55 accounts and \$350,000 being held. There are some accounts
987 that are \$20 and some are \$13,000 and those are all surety to ensure things get built.

988

989 Mr. LaCortiglia – But that's not an M-Account. When we call them an M-Account
990 that's a technical term the Treasurer uses, but what they technically are a 53G
991 Account under Mass. Gen. Law. It's just the way the older accounting was done by
992 the Town. We're clearing it up. Howard is doing it one by one.

993

994 Mr. Howard – **Motion** to adjourn.

995

996 Mr. Rich – **Second.**

997

998 **Motion carries: 4-0;Unam.**

999

1000 **Meeting adjourned** at 8:55 pm.